

VACANCY ANNOUNCEMENT

Embassy Association Services for Employees (EASE)

To: All Employees	Date: February 14, 2005
Subject: General Manager - EASE (REISSUE)	N° HR-019

This announcement is reissued to extend the deadline until February 28, 2005

Candidates who already applied do not need to re submit their application

Embassy Association Services for Employees (EASE) Vacancy

The following position is available in the Paris Embassy Association Services for Employees (EASE). It is open to Eligible Family Members (EFMs) and Ordinarily Resident (OR) and Not Ordinarily Resident (NOR) U.S. Citizens and Foreign Nationals. Eligible Family Members and current employees of the U.S. Missions in France will be given preference, though strong experience in retail management will remain the most important factor in identifying a successful applicant.

Position Title: General Manager – EASE
Date available: Immediately
Salary: US\$ 36,000- 40,000 per annum,
dependent upon qualifications and experience.

Job Summary:

1. Oversees the functions of all EASE activities with \$1.3 million in annual gross revenues. Operations include a contract cafeteria and bar (including catering operations), gift shop, convenience store, video and TV rental operation, and gym club. The General Manager supervises approximately 12 employees of the association and manages the contract for the food and bar operation.
2. Responsible for the direct supervision of Association employees to include such issues as hiring, scheduling, drafting contracts and position descriptions, promotions, disciplinary action, and professional development.
3. Develops an annual Strategic Plan with the goal of providing optimal benefits and customer service to Members while maintaining long term financial stability for the Association.
4. Oversees an accountant and cashier and is responsible for the fiscal integrity of the accounts of the Association. Maintains internal controls to prevent fraud, waste or abuse.

5. Approves all purchases for the association. Conducts periodic inventories to ensure appropriate levels of stockage.
6. Meets monthly with the Board of Directors. Prepares a monthly Manager's Report summarizing operations, activities, and the Association's financial status.
7. Carries out other duties and directives as established by the Board of Directors. The Board of Directors provides oversight to the General Manager through the Chairman.

Desired qualifications:

Education: Bachelors degree preferred. Some education with an emphasis on business management, accounting, finance, or retail a plus.

Prior Work Experience: At least 3 years prior work experience in a retail, customer service, or financial management position required. Two years in a supervisory or managerial capacity preferred.

Language Proficiency: English - Full Professional Proficiency required.
French - Level 2 preferred.

Skills and Abilities: organizational management, negotiating, public relations, marketing, advertising, customer-oriented outlook, and computer aptitude/literacy.

Ranking Factors:

1. Work experience
2. Management skills
3. Financial skills
4. Public relations skills

Interested candidates who meet the requirements for this position may apply by forwarding a resume and a letter (in English) setting forth the candidate's qualifications for the position to:

Cathy Bronson
EASE Recruitment Committee
2, Avenue Gabriel
75382 Paris Cedex 08

EMAIL: cathy.l.bronson@usdoj.gov

This announcement will remain open until filled. The recruitment committee will start reviewing applications on February 28, 2005. Initial offer of employment will be for a one-year period. Options for contract renewal after the one-year period will be based upon demonstrated satisfactory performance. The person selected for the position must meet embassy security requirements for employment.

MGT